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**From:** Pontes, Rebecca (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=REBECCA.PONTES]  
**Sent:** 10/18/2012 11:57:27 AM  
**To:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]  
**CC:** Brooks, Nancy (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Nancy.wong047]  
**Subject:** Online training course approval request

Dear Nancy Brooks,

I would like to request approval to participate in an online training course. The course is provided free to public lab employees. It is provided by West Virginia University. The course title is Forensic Mass Spectrometry – Public Lab Employees, course number 201208. It is a non credit course with an average completion time of 35 hours. The instructor is Samantha Neal. The course must be completed by February 28, 2013. There is Penalty Fee of \$30 for those who do not access or complete the course in the allotted time. Below is the website link to the course description.

<http://continuinged.wvu.edu/courses/course.php?cid=24>.

Thank you,

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